

## Examination Agreement 2016-2017

### Students/parents/carers will:

- Be responsible for checking that exam entries are correct and complete and to inform the Exam Manager of any changes
- Re-imburse the school if they withdraw from or change an exam entry within 6 weeks of exam
- Keep safe & use the personalised exam timetable provided by the Exam & Data Hub
- Be prompt to exams
- Be dressed in full school uniform
- Be fully equipped for exams
- Attend all exams on the first time of entry
- If ill, contact the Exam Manager prior to the exam to discuss what arrangements are possible to enable attendance
- Re-imburse school for exams missed for unacceptable reasons (see below)
- Share costs with school **when appropriate** for exams missed for other reasons
- Consent for enquiries about results to be made at the schools discretion.

I confirm that I have read and understood the 'Guidance for Students & Parents' and agree that the key points as summarised above are fair and reasonable. I will support these guidelines during all examination series my son/daughter participates in at Thomas Becket Catholic School.

Student's name:.....

Form:.....

Signed (parent/carer).....

Date.....

**Please return this agreement to the exams office and keep the 'Guidance for Students & Parents' for your information.**

### Thomas Becket Catholic School will:

- Enter students for exams when they are judged to be able to achieve in an exam
- Ensure entries are correct and made within exam board timescales
- Keep students fully informed regarding their entries and timetables
- Cater for all special arrangements a student is entitled to
- Provide suitable venues for students to sit their exams
- Run exams smoothly, calmly and to schedule.
- Support students who wish to do an exam when they are ill or injured in the most appropriate way, including applying for Special Consideration.
- Recoup fees from candidates who do not have an acceptable reason (see below) for missing an exam or change their entries 6 weeks before an exam.

Signed: **Liz Nicholson** (for and on behalf of Thomas Becket Catholic School)

*Many thanks for your support*

**unacceptable reasons include (but are not confined to);** overslept, forgot, did not want to do it, missed the bus, mis-read my timetable, didn't realise I had an exam; minor illness such as headache, period pains, hay fever, cough, colds, tummy ache, etc.